



# Idaho State Board of Pharmacy

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## Board of Pharmacy Renewals Bulk Payor Information

- Renewals are completed online **by the license/registration holder** using the links on our renewal page
- Renewal reminder postcards are sent every year about two months prior to expiration, and are sent to the mailing address we have on file for the licensee. These postcards will have PIN and registration numbers used to log in.
- **Bulk payors** can create and use separate login, or use an existing business license number, in order to:
  - create and edit a roster of licensees/registrants to pay for
  - check renewal status of licensees/registrants on their roster
  - send reminder emails, and
  - complete bulk payments for multiple licensees/registrants at the same time
- Bulk payors should retain their login information as it will stay the same every year. Rosters will also remain with bulk payor accounts year-to-year and can be edited as needed.

### TO CREATE/USE A BULK PAYOR ACCOUNT:

- Go to the Board of Pharmacy Renewal page (<http://bop.idaho.gov/renew>) and click the link for Bulk Payors.
- You may either log in with existing business license credentials or create a new account.
- When creating a new bulk payor account, the “Business Name” field will be used as your login name. Once an account is created, the system will generate a PIN for you which will appear on the screen. Write both the business name and PIN down for future reference.
- You can now return to the login page and sign in. To access and edit your roster once logged in, click “Submit a Batch Payment.” Further instructions will appear at the top of the screen.

### ADDITIONAL INFO:

- If you wish to submit a bulk payment by check, print a copy of your roster to mail in with your payment.
- All renewals must be completed online, even if they are mailing a check for payment.
- Federal DEA will be notified of Practitioner CSRs that have not renewed.
- If additional documentation is required, please allow 5-10 business days from receipt of those documents for processing.
- **We do not print or send out license cards**, all cards are printed by licensees via our renewal system after successful completion of renewal process. This page can be accessed most of the year to reprint license cards at any time.

|  | All other licenses/registrations | Practitioner CS Registrations       |
|--|----------------------------------|-------------------------------------|
| <b>Annual Expiration:</b>                      | June 30 <sup>th</sup>            | December 31 <sup>st</sup>           |
| <b>Late fees assessed*:</b>                    | July 1 <sup>st</sup> , 12:01 am  | January 1 <sup>st</sup> , 12:01 am  |
| <b>Late renewals expire, must reinstate**:</b> | July 31 <sup>st</sup> , 11:59 pm | January 31 <sup>st</sup> , 11:59 pm |

\*Late fees are assessed if renewal is not **completed** by the date listed. Unpaid renewals are not considered complete. Payments must be made online or postmarked by the expiration date listed above. Any and all additional documentation requested on the confirmation page must also be received by this date. \*\*Reinstatement fees will include renewal fee, late fee, and reinstatement fee, plus any applicable prior year's fees. Reinstatements cannot be completed or paid for online.

*The following is a sample email to send to your roster that you can customize to meet your needs. If you do not type an email in the system and attempt to send one anyway, your registrants will receive a blank email with a link to the renewal system.*

### Sample:

The Idaho State Board of Pharmacy offers an option to allow us, **[Employer]**, to pay for your Board of Pharmacy renewal. Using the information provided on your renewal notice (8 x 5 yellow postcard) please complete your renewal online and submit it for payment no later than **[choose deadline date]**. **[Employer]** will pay the required fee. If you have questions please contact **[your contact @ email or phone number]**. PIN requests can be emailed to [info@bop.idaho.gov](mailto:info@bop.idaho.gov).